



## EMERGENCY LEAVE



The military defines an emergency as the DEATH, CRITICAL ILLNESS, or INJURY to an immediate family member. Critically ill or injured means the possibility of death or disability. Immediate family members include spouse, parent, child, or grandparent/guardian (if they raise the soldier in place of his/her parents).

The following are guidelines used to determine if a soldier will be permitted to take emergency leave:

- Because of member's presence will contribute to the welfare of a terminally ill member of the immediate family when expected date of death is within the month.
- Because of a death of an immediate family member.
- For a serious situation involving accident, illness, or required major surgery that cannot be postponed due to the urgency of the medical condition. The situation must result in a serious family problem. The family problem must impose important responsibilities on the member that must be met immediately and cannot be accomplished from member's duty station or by any other individuals or means.
- Because member is personally affected by a disaster (e.g., hurricane, tornado, flood) when severe or unusual hardship would be encountered if member failed to return home.
- The flu, a broken arm or leg, or even the birth of a child is not considered an emergency.

The commander may approve other situations, not listed above, as "emergency" in nature. Birth of a child does not necessarily constitute a medical emergency, unless the child or mother are in a life threatening situation.

The Rear Detachment Commander will be in contact with the unit on a regular basis and can pass urgent messages to the unit to be relayed to your spouse. If your spouse's presence is absolutely necessary and it is confirmed by appropriate military professionals (doctor, Red Cross, etc.), we will get your spouse home.

As soon as the emergency passes, your spouse may return to his/her unit. To assist you in providing pertinent information needed to determine the extent of the emergency, an Emergency notification Form is included below.

Friends, relatives, chaplains, and family assistance agencies in our community can often turn "emergencies" around.....**try them!!!**

If your spouse's immediate family has an emergency and your spouse is needed in another state, the American Red Cross (ARC) from that area will need to verify the situation with the ARC in Ft. Hood. Your spouse's unit commander is the only one authorized to grant emergency leave.

The following form will help you collect the information you need in the event of an emergency. Provide this information to the rear detachment commander.

### EMERGENCY NOTIFICATION INFORMATION

Soldier's Full Name: \_\_\_\_\_

Soldier's Rank and Pay Grade: \_\_\_\_\_

Soldier's Social Security Number: \_\_\_\_\_

Soldier's Unit Address: \_\_\_\_\_

Name of Exercise Soldier is on: \_\_\_\_\_

Full Name of Ill/Injured/Deceased Person: \_\_\_\_\_

Relationship of Person to Soldier: \_\_\_\_\_

What Hospital or Funeral Home is Person In: \_\_\_\_\_

Who is the Doctor Treating the Person: \_\_\_\_\_

Family Member Who Can Provide More Info: \_\_\_\_\_

Telephone: \_\_\_\_\_

Family/Doctor Wants Soldier: Notified Only: \_\_\_\_ Sent Home \_\_\_\_

Leave Address Soldier Should Go To: \_\_\_\_\_

\_\_\_\_\_

Phone Number of Leave Address: \_\_\_\_\_

The Soldier Will Need About \_\_\_\_\_ days to resolve the Problem.

**RED CROSS NOTIFICATION(To Be Filled Out By Service Member and Sent Home)**

Dear Family:

In the event of your need to contact me quickly or need my presence at home, you must contact the American Red Cross (ARC) in your local community before I can receive permission to come home. A message from the American Red Cross is required before I can get the documents for transportation on military aircraft and/or commercial aircraft, and for leave authorization.

The following is information that you should provide the local American Red Cross in contacting me:

- My Social Security Number: \_\_\_\_\_
- My Full Name: \_\_\_\_\_
- My Rank is: \_\_\_\_\_
- My Mailing Address is: \_\_\_\_\_  
\_\_\_\_\_
- My Duty Station is: \_\_\_\_\_ Duty Phone: \_\_\_\_\_
- My Residence Address is: \_\_\_\_\_
- My Home Telephone Number is: \_\_\_\_\_

In addition, they will request some detailed information as to the nature of the emergency. As a minimum, you will need to know the name and address of the doctor/hospital, plus a statement as to why I am needed. I realize in case of death or critical illness in the family that you would want to call me directly, but you must also contact the Red Cross to authorize and expedite travel arrangements. The Red Cross may be contacted 24 hours a day and there is no charge for this service. Please place this document in the telephone book so that it can easily be found in case you need to contact me. This procedure can be used regardless if I am deployed or at my home station.

You may wish to take some time to write down the local American Red Cross chapter in your Community so that in an emergency you will not have to look it up.

**Local American Red Cross:**

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Signed:** \_\_\_\_\_